

City of Falls Church Motor Vehicle Registration Form

* required information needed to complete this form. Form is available on the City's website at: www.fallschurchva.gov under *Popular Topics*: "Vehicle Registration"

***1st Vehicle Owner's Name:** _____
(Print names as they appear on the DMV registration card, last name first, first name second, middle name last. Contact COR or DMV to update your address)

***1st Vehicle Owner's Social Security Number:** _____
(Put the lessee's name(s), and Social Security Number(s) here if the vehicle is leased, and put the leasing company's address information below)

***Vehicle Co-Owner's Name:** _____
(only needed if vehicle jointly owned or write n/a)

***Vehicle Co-Owner's Social Security Number:** _____
(only needed if vehicle jointly owned or write n/a)

***Vehicle Owner's Current Mailing Address:** _____
(If using a PO Box or if the vehicle is leased, what address is the vehicle parked at?)

***Owner's Cell Phone #:** _____ **Owner's Work Phone #:** _____
Owner's E-mail Address: _____
(in case we need to ask you a question to complete your registration!) (for Commissioner's Office use only, it won't be shared with anyone!)

**** (If this is a leased vehicle, to whom and _____
where should the car tax bill be mailed?)** _____**
(complete your leasing company's name and address here)

***List Each Vehicle's Year, Make and Model: 1. _____ 2. _____**
(Specify vehicle model, i.e. 2012 Ford Explorer XLS; more than one car can be listed per form - if titled the exact same way in the DMV)
-If the vehicle is a 2014 model year, you'll need to provide a Purchaser's Agreement or a Buyer's Order showing the price you paid and possibly a trade-in vehicle.

***Date the vehicle was purchased or moved into Falls Church City:** _____

***List VA jurisdiction, or state, where your vehicle was previously located in? (or circle n/a if it's new to you)** _____

***Should all of your vehicles be listed as being garaged or parked in Falls Church City according to the DMV's records? Yes? or No? (please circle) List any exceptions:** _____

***Are you a member of the U.S. State Department? Yes? or No? (please circle) If yes, you must provide us (and the VA DMV) with your new address, and a bill of lading for your vehicle when you move to your next assignment!**

***Primary Vehicle Usage:** (You must declare one "usage" to comply with the Va State law amending the Personal Property Tax Relief Act of 1998.)
Personal _____ Business _____ (Is more than 50% of the mileage or depreciation taken as a business expense?)

This status determines if your vehicle qualifies for Personal Property Tax Relief or not. Motor homes, trailers and vehicles over 7501 pounds don't qualify for tax relief.

***Signature:** _____ ***Today's Date:** _____

Declaration: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge.

***Have you recently sold/traded-in/donated/totaled a vehicle registered in Falls Church? Circle: Yes or No?**

Did you notify both the DMV and the COR office? If you plan to sell or donate your car in the future, immediately notify us: by phone: (703) 248-5065, by fax: (703) 248-5212 or by e-mail: commissioner@fallschurchva.gov so the vehicle can be moved out and no longer taxed. Dispose of a vehicle? Provide details below on your former vehicle, so we can update both our COR records & the DMV's records. Dealers, charities & non-VA DMV's don't do this for you!

Vehicle Year: _____ (ppid # _____) **Vehicle Make:** _____ (veh. out in ppm & mvm?)

Vehicle Model: _____ **Vehicle Disposal Date:** _____ (veh. out in dmV?)

Have you contacted DMV or the DMV Select/COR to record the vehicle's "disposition date" changing it from an "active" vehicle to an "inactive" one?

Faxing or e-mailing in a vehicle registration? Include: 1. A completed registration form 2. A legible copy of your DMV Vehicle Registration Card or a Temporary Registration (an enlarged copy works best!) 3. A daytime work & cell number if we can't complete your registration. Have you paid a current year decal fee or reg. fee from another VA jurisdiction? Yes or No (please circle) VA jurisdiction where decal fee was paid: (We'll call to verify)

Commissioner's Office Use Only (below) – Staff to Complete All Questions/Blanks

revised 6-16-14

Customer ID: _____ **PP ID:** _____ **Staff initials:** _____ **DMV solds/actives printed? Y or N**
Munis solds/actives printed? Y or N **Paid decal from what VA jurisdiction?** _____ **Decal bill/year** _____ **Y or N or T**
Temp. decal given? Y or N **Fax reg. letter sent? Y or N** **Date:** _____ **DJ** _____ **ok?/changed to:** _____ **GJ** _____ **ok?/changed to:** _____

Tom Clinton, Commissioner of Revenue Phone: (703) 248-5065 Fax: (703) 248-5212 E-mail: commissioner@fallschurchva.gov

Our address is: 300 Park Avenue, Suite #104E, Falls Church, VA 22046-3301. We're above the Police Dept. on the East Wing of City Hall!